

# CV

# CURRICULUM VITAE

MUHAMMAD ANIS ANSARI (Alias: AMAN)

CORE COMPETENCIES : Motivational Speaking, Training Program Execution, Content Development, Classroom Management, Lesson Planning, Workshop Development, Instructional Standardized Best-Practices, Learner Assessment, Experiential Learning, Interpersonal Skills, Soft skills because he believes in “Education is not merely the acquisition of INFORMATION or SKILLS But TRANSFORMATION of INFORMATION into KNOWLEDGE and KNOWLEDGE into WISDOM”

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## PROFESSIONAL PROFILE

I am currently serving as Associate Professor in different Management Institutions in Lucknow and outside the Lucknow City (India). I have close to 10 years of industry, teaching, research, and training experience in the field of business communication.

I have had the opportunity of publications in 11 peer reviewed journals, 06 conference presentations, two individual completed seed money projects (as consultant), 3 of working papers and one case series as well. I have authored TWO separate subjects books (as being a single author) “*A manual of comprehensive English Grammar*” and the other is “*A Practical Guide of Computer Applications (for ICSE) (unpublished)*”.

Currently, I am in the preparation for the 2<sup>nd</sup> Edition is underway. The second book is titled ‘Communication with perfect Grammar Boundaries’ and expected to be published by Business Expert Press New York.

**DR. AMAN**  
(MOHD. ANIS ANSARI)  
Elite Class PDP Faculty

## CONTACT

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## E-MAILS

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## ADDRESS

MOHD. ANIS ANSARI  
H.NO. 12/29, BALAGANJ  
HARDOI HIGHWAY  
LUCKNOW-(U.P.)

## EDUCATION

HIGHEST QUALIFICATION  
PH.D. IN  
COMPUTER SCIENCE  
& ENGINEERING  
FROM  
UNIVERSITY OF SHEFFIELD  
UNITED KINGDOM  
IN  
1998 – 2001

## BASIC EDUCATION

NAME OF INSTITUTION	QUALIFICATION	IN THE YEAR	REMARKS
H.S. SCHOOL BALAPUR District : Ghazipur (U.P.) India	High School Examination OR ( Matriculation )	1989	SCORED 1 <sup>st</sup> Division
S. M. N. INTER COLLEGE MACHHATI - Ghazipur (U.P.) India	Higher Secondary Examination OR Intermediate Examination	1991	SCORED 2 <sup>nd</sup> Division

IMPORTANT NOTE: After completing the Examination, travelled to abroad...

## HIGHER EDUCATION

NAME OF INSTITUTION	QUALIFICATION	IN THE YEAR	REMARKS
University Of Sheffield United Kingdom (U.K.)	REGULAR MODE 03 YEARS - B. Sc. (Bachelor of Science) in Computer Science	1991 -1993 (91 & 92 & 93)	SCORED First Grade
University Of Sheffield United Kingdom (U.K.)	REGULAR MODE 02 YEARS - M. COMP. (Master of Computing) in Computer Science	1994 -1995 (94 & 95)	SCORED First Grade
University Of Sheffield United Kingdom (U.K.)	REGULAR MODE 04 YEARS - PH. D. (Doctor of Philosophy) in Computer Science With the Title of “Animation Engineering & Technology”	1998 -2001 (98 & 99 & 2000 & 2001)	SCORED First Grade

## HIGHER EDUCATION IN ENGLISH LANGUAGE

NAME OF INSTITUTION	QUALIFICATION	IN THE YEAR	REMARKS
University Of Cambridge ESOL Examinitions (English for speakers of other languages From United Kingdom (U.K.)	REGULAR MODE LEVEL-1 Certificate in English (ESOL) FCE (First Certificate in English)	JUNE - 1999 ( LEWES )	SCORED Pass Grade - C
	REGULAR MODE LEVEL-5 Certificate in Teaching English to Speakers of other Languages (CELTA) QCF	JUNE - 2000 ( UB228 )	SCORED Pass Grade - A
	REGULAR MODE LEVEL- 7 Diploma in Teaching English to Speakers of other Languages (DELTA)	JUNE - 2001 ( DX089 )	SCORED Pass

# TECHNICAL SKILL-SETS

## COMPUTER HARDWARE

- Implementation knowledge of the Compaq Server, IBM Server, HP Server, Gateway Server building custom PC's, Netscreen Firewall, Cisco Routers, Hub, Switches, Voicemail, Phone Switches.

## OPERATING SYSTEMS

- Windows NT 4.0, 2000 and XP both : (WorkStation & Server)
- Windows 98 and Vista : (on Professional Level)
- Windows 7 (All Versions) : (on Professional Level)
- Windows 10 (All Versions) : (on Professional Level)
- Novell 4 x & 5 x : (on Professional Level)

## MANAGEABLE SKILLS WITH...

- LINUX both : (WorkStation & Server)
- APPLE MAC OS X : (on Professional Level)

## APPLICATIONS PACKAGES

- Microsoft Office Suite (Enterprise Edition)  
(97, 2000, XP, 2003 Versions) : (on Professional Level)

# ADOBE, AUTODESK 3D APPLICATIONS & COREL X17...

## SKILL-SETS IN-DEPTH WORKING KNOWLEDGE ON DIRECTOR LEVEL

### ADOBE PRODUCTS

- AFTER EFFECTS CS6 & CC
- FLASH CS6 & CC
- PHOTOSHOP CS 6 & CC

### AUTODESK PRODUCTS

- 3Ds Max 2017 and : (onwards versions)
- MAYA 2017 and : (onwards versions)
- Revit 2017 and : (onwards versions)

### COREL PRODUCTS

- COREL DRAW X-17 and : (onwards versions)
- COREL PAINT X-17 and : (onwards versions)

**IMPORTANT NOTE:** IN-DEPTH knowledge of Scripting in (**Java Script and Flash 3.0**). Worked as an **Audio-Visual** Academic and Non-academic **Content Production Director**, with the **TEAM** of **10** SUPPORTING STAFFS and **made** the **PROJECT** successful under the given **Deadline Dates**.

## ABROAD (KSA) – JOB EXPERIENCE - TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
DR. FAKHRY & AL-MOUHAWIS HOSPITAL AL-KHOBAR - DAMMAM (EASTERN PROVINCE) SAUDI ARABIA (KSA)	- ON ROLLED - FULL TIME <b>I. T. &amp; EDP TRAINING MANAGER</b>	<b>2001 - 2003</b> (03 - YEARS)	- HARDWAORKING - DILIGENT - HONEST - SUPPORTINGTO OTHER STAFFS

### JOB RESPONSIBILITIES

- Reporting to the VP of **FINANCE** and held responsible for all the Medical and Non-medical Computer Systems.
- Budgeting the overall **FINANCIAL ACCOUNTS** for the I.T. Department in **0.5 Million** of Saudi Riyal Annually.
- Overseen more than **12 staffs**, consisting of Helpdesk, operation analyst, and the network administrator to support more than **150 staffs** all over the hospital.
- Established a **COMPUTER DEPARTMENT** and implemented the Medical Software that was fully connected with other Departments of the Hospital in order to **OVERSEEING** The Daily Report of **Financial Transactions**, Patient Records, Doctors Attendance & Report Materialization, etc.

## ABROAD (KSA) - JOB EXPERIENCE – GETTING PROMOTION TO HIGHER **DESIGNATION** - TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
DR. FAKHRY & AL-MOUHAWIS HOSPITAL AL-KHOBAR - DAMMAM (EASTERN PROVINCE) SAUDI ARABIA (KSA)	- ON ROLLED - FULL TIME <b>STAFFS SKILLS TRAINING MANAGER</b>	<b>2003 - 2004</b> (01 - YEAR)	- KNOWLEDGEFUL - DILIGENT - HONEST - SUPPORTINGTO OTHER STAFFS (Hospital wide)

### JOB RESPONSIBILITIES

- MADE a survey of staffs training Need and Analysis hospital wide.
- Conducted the Staffs Training Programs for Management Communication, Presentation-Skills, Business Writings, Cross cultural Communication skills, Health Communication skills.
- Workshop Designed and Executed for the Staffs Training PROGRAM hospital wide.
  - 1) Technical Communication Training.
  - 2) Spoken English Workshop
  - 3) Soft skills Training.
  - 4) Staffs Behavioral Understanding.
  - 5) Team Building Training.
  - 6) Time Management Techniques.
- Provided the Full length Training of above mentioned WORKSHOPS in which the Communication Skills/ Soft Skills and Management Technique were covered to the **Internal Staffs** those who were working in different DEPARTMENTS of the Hospital.

## INDIA (LKO) – 1<sup>ST</sup> JOB EXPERIENCE – TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
WIGAN & LEIGH COLLEGE (WLCI) HEAD OFFICE - (United Kingdom) LUCKNOW - CAMPUS (UTTAR PRADESH) INDIA	- ON ROLLED - FULL TIME  IT & SOFT SKILLS FACULTY	2004 - 2006 (03 - YEARS)	- KNOWLEDGEFUL - DILIGENT - HONEST - SUPPORTING TO OTHER STAFFS OF ORGANIZATION

### JOB RESPONSIBILITIES

- BEING ON THE on rolled Faculty TAUGHT the subjects **Information Technology & MIS** in the course curriculum of **Management Science of MBA & MCA** students.
- ASSOCIATED with EDSTAR (one of the leading name in the field of professional **International Examination Testing Center** in India) on rolled Faculty CONDUCTED the classes of **GRE/GMAT/SAT/TOEFL/** and most importantly **IELTS**.

## INDIA (LKO) – 2<sup>ND</sup> JOB EXPERIENCE – TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
SCHOOL OF MANAGEMENT SCIENCE (SMS) HEAD OFFICE - (Varanasi - UP) LUCKNOW - CAMPUS (UTTAR PRADESH)	- AS VISITING FACULTY - ON PART TIME  IT & SOFT SKILLS FACULTY	2006 - 2007 (02 – YEARS)	- KNOWLEDGEFUL - DILIGENT - HONEST - SUPPORTING TO OTHER STAFFS OF ORGANIZATION

### JOB RESPONSIBILITIES

- BEING ON THE on rolled Faculty TAUGHT the **SUBJECTS**
  - 1) **Business Communication**
  - 2) **Technical Communication**
  - 3) **Management Information System (MIS)**

These were the Current Curriculum authorized by the AKTU of UP, for the **Management Science of MBA & MCA** students.
- The Classes have been conducted using the 3D Animation Technology of the prescribed Text Books of the **MBA & MCA** students, whereby the curvature of the **PERCENTILE RATIO** of **Academic Standard** of the SCHOOL got stride-over.
- There were one **Special Class** of **STRESS MANAGEMENT** have also been conducted (**twice a week**) using the 3D Animation Technology to the **MBA & MCA** level **Final Year** students, whereby the curvature of the **STUDENTS' MENTALITY PROGRESSION RATIO** of **UNDERSTANDING** their **Academic Subjects** observed higher, and for this reason, they achieved **Higher Marks** in their EXAMINATION.
- As an ACHIEVEMENT RESULT the SCHOOL got more **Admissions**, and the BENEFIT level of the Students and the School were measured alike.

## INDIA (LKO) – 3<sup>RD</sup> JOB EXPERIENCE – TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
<b>SRI SHARDA GROUP OF INSTITUTIONS (SSI)</b> Chandsarai - Gosainganj LUCKNOW - CAMPUS (UTTAR PRADESH) - INDIA	- AS VISITING FACULTY - ON PART TIME  <b>IT &amp; SOFT SKILLS FACULTY</b>	<b>2007 - 2009</b> (02 – YEARS)	- KNOWLEDGEFUL - EXPERIENCED - HONEST - SUPPORTING TO OTHER STAFFS OF ORGANIZATION

### JOB RESPONSIBILITIES

- BEING ON THE rolled Faculty TAUGHT the SUBJECTS

- 1) Business Communication
- 2) Technical Communication
- 3) Management Information System (MIS)

These were the Current Curriculum authorized by the AKTU of UP, for the **Management Science of MBA & MCA** students.

- The Classes have been conducted using the 3D Animation Technology of the prescribed Text Books of the **MBA & MCA** students, whereby the curvature of the **PERCENTILE RATIO** of **Academic Standard** of the SCHOOL got stride-over.
- There were also one **Special Class** of STRESS MANAGEMENT have also been conducted (**twice a week**) using the 3D Animation Technology to the **MBA (Full time) & MCA (Deemed Course)** level **Final Year** students, whereby the curvature of the **STUDENTS' MENTALITY PROGRESSION RATIO** of UNDERSTAING their **Academic Subjects** observed higher, and for this reason, they achieved **Higher Marks** in their EXAMINATION.

## INDIA (LKO) – 4<sup>TH</sup> JOB EXPERIENCE – TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
<b>VIKRANT GROUP OF INSTITUTIONS (VGI)</b> GWALIOR   INDORE GWALIOR - CAMPUS (MADHYA PRADESH) - INDIA	- AS VISITING FACULTY - ON PART TIME  <b>IT / SOFT SKILLS and PDP FACULTY</b>	<b>2009 - 2011</b> (03 – YEARS)	- KNOWLEDGEFUL - EXPERIENCED - HONEST - SUPPORTING TO OTHER STAFFS OF ORGANIZATION

### JOB RESPONSIBILITIES

- BEING ON THE rolled Faculty TAUGHT the SUBJECTS

- 1) Business Communication
- 2) Technical Communication
- 3) Management Information System (MIS)

These were the Current Curriculum authorized by the RGPV (Rajive Gandhi Proudyogiki Vishavavidyalaya) of MP, for the **Management Science of MBA, BE & PGDM** students.

- As an ACHIEVEMENT RESULT the INSTITUTION got more **ADMISSIONS**, and the BENEFIT level of the Students and the INSTITUTION were measured alike.

## INDIA (LKO) – 5<sup>TH</sup> JOB EXPERIENCE – TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
M.H.W.H. COMPUTER EDUCATION SOCIETY (MWHW) - LUCKNOW (UTTAR PRADESH) - INDIA	- ON FULL-TIME MOTIVATIONAL SPEAKER and the TRAINING HEAD	2011 - 2015 (05 – YEARS)	- KNOWLEDGEFUL - WELL TRAINED & EXPERIENCED - HONEST - SUPPORTING TO OTHER STAFFS OF

### JOB RESPONSIBILITIES

- BEING ON THE rolled Faculty DEVELOPED the **TRAINING PROGRAMS** and led the required Implementation of the following
  - 1) Delivered various Motivational and **Leadership Training Program (LTP)** or **College Students at Universities Level** as well for the **Government Employees** as per the Guidelines of **UPSDM** under **NSQF (DGTE)** of GOVERNMENT of INDIA
  - 2) Conducted Skills Training Programs of **UPSDM** in different **SECTORS**.
  - 3) Training session and Workshop given to various University students.
  - 4) Creation and Monitoring of Training Event.
  - 5) **E-GOVERNANCE** Training Program BY **UP ELECTRONICS** conducted in 10 cities.
  - 6) **UPSDM TRAINING** conducted for **SECTOR of ICTe/Fashion Designing & Others**
  - 7) Creating new Short and Long TRAINING PROGRAM as per the Need and Analysis Report of the Organization.
  - 8) Handled the Complete Training Event independently
  - 9) Planed and Organized short and long term TRAINING WORKSHOPS independently.

## INDIA (LKO) – 6<sup>TH</sup> JOB EXPERIENCE – TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
ONLINE & OFFLINE BASED ACADEMIC CURRICULUM CONSULTANT to a number of INSTITUTIONS (India & Abroad)	- ON CONTRACT BASED ACADEMIC COURSE CURRICULUM CONSULTANT (For INDIA & ABROAD)	2015 - CUR (04 – YEARS)	- KNOWLEDGEFUL - HIGHLY TRAINED & EXPERIENCED - MASTERED SKILLS - SUPPORTING TO OTHER STAFFS OF

### JOB RESPONSIBILITIES

- BEING ON THE **Contractual Basis** CONSULTANT developed the **ACADEMIC COURSE CURRICULUMS** and the other sorts of contracted **EDUCATIONAL** and **PROFESSIONAL SKILLS DEVELOPMENT TRAINING PROGRAMS**.
- Developed the Industry required Course Curriculum for **Masters Degree / Diploma Level** in **INFORMATION TECHNOLOGY MANAGMENT** to be launched in association with **UNIVERSITY OF LEEDS, UK**. Quality Assurance of the Programs.

## CONTINUED FROM ABOVE - JOB RESPONSIBILITIES

- Contracted for providing the TEACHING or TRAINING (as needed) for the Developed Course Curriculum in order to, maintain and manage the Quality Assurance, Enhancement as well as the Strategic Planning and the Implementation.
- Contracted for Managing the MBA, BBA and B.Sc, Hospitality and the Management Courses by implementing the Student and **FACULTY EXCHANGE PROGRAMMES** with the **University of South Carolina, USA (Ranked among Top 50 Universities in USA)** Auro University, Surat, India.
- Contracted for working on the **Course Curriculum Development** for the **MBA, BBA** and **BSc-Hospitality** Programs.
- Contracted for Developing the **Course Curriculum** to Introduce the (B. Sc.) **Bachelor of Computer Science in Animation**, and the (M. Sc.) **Master of Computer Science in Animation**, and the **E- Banking & Finance Program**.
- Contracted for the management of implementation of the MBA Programme of **Coventry University-UK** (Listed among top 200 Universities of the World), Post Graduate Programme in Management, **MBA-Asia**, **MBA-Annamalai University**, **MBA-IGNOU**, **Media Programme** in association with **Whistling Woods International** and **University of London** International Programmes at New Delhi Campus.
- Contracted for Managing and implementing the **Post Graduate Programmes in Management** including the **PGDM, PGDM (IB)** and the **PGCM (Retail Management)** that have been approved by **AICTE**, Ministry of **HRD**, Government of INDIA.
- Contracted for **OWN CENTER** (there are some institutions, those are intelligently making the **Course Curriculum** of the Full time **Regular Courses** they are running in their own institutions), **COURSE CURRICULUM DEVELOPMENT** for **PGDM, PGDM** (Management Information System), PGDM (International Business).

## PAPER PRESENTATION (and other works) DETAILS

**Abu Al-Sondos, I.,**

PANGIL, F. & OTHMAN, S. (2016).

Requirement for Knowledge, The empirical study on the Effect of Individual Factors on Tacit Knowledge Sharing In the ICT Sector, "The International Journal of Management Science (IJMS), Volume 02, Number".

01 December 2016.

At Greater Noida, RECEIVED 2<sup>nd</sup> Prize.,

For the **Research Paper Presentation** in NATIONAL SEMINAR  
On the Topic of **CORPORATE GOVERNANCE**  
on 6<sup>th</sup> and 7<sup>th</sup> March 2016. (2016)

Continued from : **Online Publications**

**Abu Al-Sondos, I.,**

PANGIL, F. & OTHMAN, S. (2017).

Analysed Requirements for Knowledge Management System, "Journal of Communication and Computer Technology (USA), Volume 03, Number".

3 March 2017.

**Published by Publishers of India's No. 1,**

Published the article in English Language –

**MBA-Career Opportunity – (In Full Scope)**

Published in Bhaskar Lakshya

On April 2017.

**Papers have been presented in Conferences**

**Dr. Aman (Sep, 2010). Student Information Seeking,**

Gender, and Effects on Satisfaction in an Educationally Underserved Nation.

Presented in ICSSB Conference held at Gwalior, Sept 21-30, 2010

**Dr. Aman (Jan 2011).**

Paper on 'Students' Gender and Interactions in an Educationally under-served students community (for higher classes).

Presented in the 10th International Conference held at IIM Bangalore 6-9th January, 2011.

Also chaired the session.

**Dr. Aman ( November, 2011)**

**'Communicating In Crisis Management:**

The Case of Jet Airways presented at the International Case Conference

Organized by IMT Nagpur.

November 16 - 18, 2011

In GOA - India.

**Dr. Aman (October 2012) ONLINE SUBMISSION**

Quality Exchange through e-Mailing Communication

An Empirical Study the Annual Convention of the Association for Business Communication (ABC) at Lake Tahoe, Nevada, USA

October 30 - November 1, 2012.

visit: [www.businesscommunication.org/conventions/Proceedings/2012](http://www.businesscommunication.org/conventions/Proceedings/2012)

**Dr. Aman (December 2013)**

The Art Of Making Meetings More Productive

In 10th International ABC Conference

conducted by Asia Pacific Rim of the Association of Business Communication

hosted by IIM Ahmedabad (14-16 Dec 2013).

Chaired a session on **GENDER-CENTRIC** Roles & Communication.

## REVIEWS OF BOOKS

NAME OF BOOKS	AUTHOR	PUBLISHER
THE STRATEGIC HUMAN RESOURCE MANAGEMENT No of pages: 796	DR. Tanuja Agarwal,	Oxford University Press Publication <b>INDIA</b>
EMOTIONAL INTELLIGENCE: MYTH OR REALITY	Dr Mousumi Bhattacharya and Dr Nilanjan Sengupta	Excel Publications <b>INDIA</b>

## REVIEWS OF RESEARCH PAPERS

- Research Paper Reviews for Computer Technology of 21<sup>st</sup> century, the Journal of ...
  - 1) (SSGI) Sri Sharda Group Of Institutions, Lucknow-Vol 1, No.2(2009), 213-215
  - 2) (SMS) School Of Management Sciences, Lucknow,Vol 6,No.3(2010), 200-31
  - 3) (WLCI) Wigan & Leigh College of India, Lucknow,Vol 3,No.7(2010), 113-211
- Research Paper Reviews for Publications such as the following ...
  - 1) Emerald Publishing Limited, Howard House, Wagon Lane, United Kingdom.
  - 2) Sage Publication India Pvt. Ltd.
  - 3) Inderscience Publisher
  - 4) APC and more..

## CURRENT WORKING PAPERS

- 1) Working Paper Series: WPS / 2014-15/01. A NEW COMPREHENSIVE GRAMMAR OF ENGLISH LANGUAGE The Effects of Provider's Communication Skills and the Mediating Role of Consultation Length.
- 2) THE BOOSTING DOSE COMMUNICATION for Management and Engineering Students.
- 3) Working Paper Series: WPS / 2011-2012/17. Case Review on Influence, Persuasion and Compliance, Gaining Strategies in Student Teacher Interactions.
- 4) Working Paper Series: WPS / 20012-2013/1.A Socio-technical Viewpoint on COMPUTER MEDIATED COMMUNICATION: comparison of GOVERNMENT and NON-GOVERNMENT sectors in India.
- 5) Working Paper Series: 2009/10. THE COMPUTER MEDIATED COMMUNICATION: Impact of Media Choice, Media Frequency and Familiarity on Exchange Quality.
- 6) Working Paper Series: 2013/15-20. Information Exchange and Task Media Interactions in a Computer-supported Cooperative Work Environment

## MEMBERSHIP ASSOCIATION

Association of Business Communication, Virginia, USA (an international, interdisciplinary organization committed to advancing business communication research, education, and practice)

## ACHIEVEMENT RECORDS

- Earned a **PUBLICATION AWARD** in 2012-2013 for publication in Journal of Creative Communication.
- Certificate of Training in Communication and Presentation skills from the **SCHOOL OF MANAGEMENT SCIENCE**, Chandsari , Gosainganj – Lucknow
- Invited as a **COMMUNICATION EXPERT** on formulating a portfolio on a social awareness campaign under the **AEGIS** of Centre for Adult Continuing Education & Extension, organized by PERC, University of Lucknow, September 2012).
- Invited as a **I.T. & COMMUNICATION EXPERT** on formulating a **WORKSHOP** on a social awareness campaign for **eGovernance** under the (UPELC) **U.P. ELECTRONICS** of Centre for Government Staffs, continuing Education and Trainings organized by UPELC, Hazrat Ganj Lucknow in the year of 20014.



## CLOSING STATEMENT

- I WOULD welcome a PERSONAL INTERVIEW at your convenience to tell you more about my **QUALIFICATIONS**, as well as what I can do for your **ORGANIZATION** as you have gone through with my **Professional achievements** in this **C.V.** I therefore, look forward to speaking with you, as earliest as possible.

